

ADMINISTRATIVE - INTERNAL USE ONLY

21 January 1975

MEMORANDUM FOR: All Unit Chiefs

SUBJECT : Orientation of New Employees

1. During the Unit Chief's Conference at [REDACTED] it was decided STATINTL
that we should develop a new orientation program for employees entering
on duty with OTR for the first time. The Director of Training has
approved the following such program: Each Unit Chief will prepare
a short (5 to 10 minute) description of the organization and functions
of his activity which will be put on video tape. These tapes will be
shown to all new employees by the Personnel Branch as a part of the
check-in procedure. Within about a week after check-in these employees
will be scheduled for personal introductions to the DTR, DDTR, and
Unit Chiefs.

2. This program has been discussed with [REDACTED] who is ready STATINTL
to proceed with the taping at any time. Please call him on x2031
to arrange for your initial taping session.

STATINTL

[REDACTED]
Chief, Services and Registration Staff
Office of Training

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